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BASIS FOR COMPUTING TANGIBLE SAVINGS FROM RECORDS ADMINISTRATION

Records Disposition

I. Records Disposition - Offices

|  |          |
|--|----------|
| 1. Cubic of Records Destroyed in Agency Offices              | _____    |
| 2. Cubic of Records Transferred to Records Center            | _____    |
| 3. Cubic Feet Eliminated from Office<br>(Item 1 plus Item 2) | _____    |
| 4. Savings (Item 3 x \$59.15)                                | \$ _____ |

II. Records Disposition - Archives and Records Center

|   |          |
|---|----------|
| 1. Cubic Feet of Records Destroyed  | _____    |
| 2. Cubic Feet of Records Transferred (Permanently)                              | _____    |
| 3. Cubic Feet Eliminated from Archives & Records Center<br>(Item 1 plus Item 2) | _____    |
| 4. Savings (Item 3 x \$1.78)  | \$ _____ |